

**Office of Student Records
Apollo Employee Memorandum of Understanding**

Student Name _____

Last four digits of SSN _____

For admission consideration, this signed document must be submitted with your application package, which includes the following forms that are completed online:

- ✓ WIU Application for Admission (includes the Enrollment Agreement and Student Finance Agreement)
- ✓ Tuition Waiver Application (completed through MyHR on NewSource)

Please read and initial each statement below, sign and date the form, and return to the Apollo Employee Enrollment Counselor.

I understand and agree to the following regarding my enrollment at Western International University:

- _____ A. I am responsible for upholding the reputation of Apollo Group, Inc. and Western International University as demonstrated by my behavior both in the classroom and with all interaction with my fellow employees. I understand WIU reserves the right to refuse service based on inappropriate behavior, outstanding financial obligations, and/or excessive withdrawals from classes.
- _____ B. I accept responsibility for researching related costs prior to taking each course or before beginning a course of study, including independent study fees and any other fees due per the WIU Catalog.
- _____ C. I understand that I cannot view or alter my own account or the account or schedule of my spouse/dependent in any Apollo Group, Inc. system.
- _____ D. I will not utilize for course requirement purposes or otherwise share any confidential information to which I have access as an employee of Apollo Group, Inc.
- _____ E. I understand that I am responsible for all the same policies, processes, and degree requirements as all students attending Western International University, regardless of my employment status.
- _____ F. I understand that any question I may have regarding my education at Western International University will be directed to the staff of WIU, regardless of where I am employed. I understand that different campuses/schools within Apollo Group, Inc. may have different policies.
- _____ G. I understand that if I choose to use Title IV funding, I will adhere to all Title IV policies, my files will not receive special treatment, and all disbursement checks will be mailed.
- _____ H. Failure by an employee to immediately repay any balance might result in the withholding of payment from the employee's wages or other income as agreed to by the employee in the Apollo Tuition Waiver form. (See Education Tuition Program section of the Employee Handbook). Employee accounts (including spouses/dependents) will be transferred to collections for any past due balance over \$25.00.
- _____ I. I understand the Apollo Tuition Waiver will not cover repeated courses. Tuition for any repeated course will be my responsibility to pay. This includes courses with a letter grade (A – F).
- _____ J. I understand that I am allowed two (2) W (withdrawal) grades for every eight (8) courses and that for any additional withdrawals above that amount, I am responsible for paying the cost, per the institutional refund policy.
- _____ K. I understand that WIU reserves the right to remove me from a course based on classroom availability, to transfer me to a newer section of a course, cancel any course based on classroom capacity, or limit the number of courses I may take simultaneously.

My signature below verifies that I have read and agree to abide by the guidelines and information put forth in this document, as well as the Education and Tuition Program Section of the Apollo Employee Handbook. I further agree to abide by all directives and policies required of all Western International University students as set forth in the WIU Catalog. I understand that failure to do so may result in sanction under the WIU Student Code of Conduct and/or disciplinary action through Apollo Human Resources.

Apollo Employee Signature

Date

Student Signature (if student is not the Apollo Employee)

Date